



***Report to the  
Auburn City Council***

Information Item

5

Agenda Item No.

City Manager's Approval

**To:** Mayor and City Council Members  
**From:** Mark D'Ambrogi, Fire Chief  
**Date:** January 24, 2011  
**Subject:** Memorandum of Understanding with Sierra Economic Development Corporation for Grant Administration; Southridge Fuel Break

**The Issue**

Shall the Council, by resolution, authorize the Fire Chief to sign the Memorandum of Understanding with Sierra Economic Development Corporation for the administration of Grant Funding; Grant Number 11USFS-SFAX0025, "Southridge Open Space Fuel Break"?

**Conclusion and Recommendation**

Staff recommends the Council, by resolution, authorize the Fire Chief to sign the Memorandum of Understanding with Sierra Economic Corporation for the administration of Grant Funding; Grant Number 11USFS-SFAX0025, "Southridge Open Space Fuel Break".

**Background**

The Memorandum of Understanding between the Auburn City Fire Department and Sierra Economic Development Corporation sets forth the terms to administer grant funding of the United States Forest Service Grant 11USFS-SFAX0025 for the Southridge Homeowners Association Fuel Modification Project; Shaded Fuel Break.

The administration of this grant will require a great deal of staff time as well as record keeping and monetary transactions. Neither the Fire Department nor the City Finance department has staffing to take on this additional endeavor. The Fire department and Sierra Economic Development

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Corporation has and continues to work cooperatively in securing and administer grant funding for projects within the City of Auburn.

An amount for Grant Administration; services from Sierra Economic Development Corporation, has been calculated into the grant proposal process and awarded to cover such costs.

**Alternatives Available to Council; Implications of Alternatives**

1. Authorize the Fire Chief to sign the MOU;
2. Take no action; grant administration would remain the sole responsibility of City staff.

**Fiscal Impact**

There is no fiscal impact to the Fire Department. All costs are borne from awarded grant funding. The awarded amount to cover this costs is \$1,863.00.

Attachment: Memorandum of Understanding for Grant Number 11USFS-SFAX0025

1 RESOLUTION NO. 11-  
2 RESOLUTION AUTHORIZING MEMORANDUM OF UNDERSTANDING WITH  
3 SIERRA ECONOMIC DEVELOPMENT CORPORATION FOR THE  
4 ADMINISTRATION OF GRANT FUNDING; GRANT NUMBER 11USFS-SAFX0025.  
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6 THE CITY COUNCIL OF THE CITY OF AUBURN DOES HEREBY RESOLVE:

7 That the City Council of the City of Auburn does hereby approve the  
8 Memorandum of Understanding with the Sierra Economic Development  
9 Corporation for the administration of grant funding, Grant Award Number  
10 11USFS-SAFX0025. A true and correct copy of the Memorandum of  
11 Understanding is attached as Exhibit "A" hereto.

12 The Fire Chief of the City of Auburn is authorized and directed to execute  
13 the Memorandum of Understanding on behalf of the City of Auburn.

14 DATED: January 24, 2011  
15

16 \_\_\_\_\_  
17 William W. Kirby, M.D., Mayor

18 ATTEST:  
19 \_\_\_\_\_

20 Joseph G. R. Labrie, City Clerk  
21

22 I, Joseph G. R. Labrie, City Clerk of the City of Auburn, hereby certify  
23 that the foregoing resolution was duly passed at a regular meeting of the City  
24 Council of the City of Auburn held on the 24th day of January 2011 by the  
25 following vote on roll call:

26 Ayes:

Noes:

Absent:

27 \_\_\_\_\_  
28 Joseph G. R. Labrie, City Clerk

**MEMORANDUM OF UNDERSTANDING**  
**AUBURN FIRE DEPARTMENT/SEDCorp**

This **Memorandum of Understanding (MOU)** sets forth the terms of a working relationship between the Auburn City Fire Department (ACFD) and the Sierra Economic Development Corporation (SEDCorp) to carry out the terms of the grant funding from the California Fire Safe Council/United States Forest Service, Grant Award Number 11USFS-SFAX0025 implementing the *Southridge Fuel Modification Program; Shaded Fuel Break Project*.

The overall objective of the project is to complete the shaded fuel break on the private lands belonging to and in control of the Southridge Homeowners Association within the City limits of Auburn. The project area consists of those undeveloped lands adjacent to the single family dwellings along Humbug Way adjacent to unincorporated properties within Placer County. Total project area is approximately 10 acres. Specific program activities include:

1. Hire contractors
2. Community education and outreach, such as mailings and door-to-door
3. Photos before, during and after
4. Neighborhood meetings
5. Shaded fuel break construction
6. Publicity

Through this agreement ACFD and SEDCorp acknowledge their individual responsibilities and agree to provide the following services necessary to carry out the above referenced grant in a timely and appropriate manner.

The ACFD accepts responsibility for overall project management through the following tasks:

1. Providing project oversight to ensure that all activities area undertaken in accordance with grant conditions;
2. Administering all subcontracts for services and materials as the project requires;
3. Handle the scheduling and logistics for partnership/ stakeholder meetings;
4. Performing community outreach
5. Tracking of In-kind match and submitting to SEDCorp
6. Provide quarterly reports to California Fire Safe Council/USFS and SEDCorp, regarding the progress of the project toward meeting project objectives;
7. Maintain accountable records for the project.

Sierra Economic Development Corporation (SEDCorp) will provide the following services in fiscally administering the grant:

1. Assisting ACFD in obtaining contractor(s) for services;
2. Disbursements based on invoices;
3. Prepare Request for Advance/Reimbursement; and,
4. Maintain all financial records and provide financial reports to ACFD regarding the progress of the project team toward meeting project objectives;
5. Yearly Audit of funds performed.

Funds Available: This project is funded through the California Fire Safe Council/United States Forest Service, Grant Award Number 11USFS-SFAX0025. Total funds available for this project are **\$16,993.00**. Matching funds of in-kind time and services will be provided by the ACFD and the Southridge Homeowner's Association.

Funds available to the Sierra Economic Development Corporation for fiscal management of this project are **\$1,863.00**.

Term: The term of this MOU is for the term of the grant contract made to the ACFD.


Amendments: This MOU may be amended with the written approval of ACFD and SEDCorp.

Cancellation: either party upon the giving of thirty (30) day's advance written notice may cancel this MOU.

**Auburn City Fire Department:**

By \_\_\_\_\_ Date: \_\_\_\_\_  
Fire Chief

**Sierra Economic Development Corporation:**

By  Date: 1/5/11  
CEO

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